

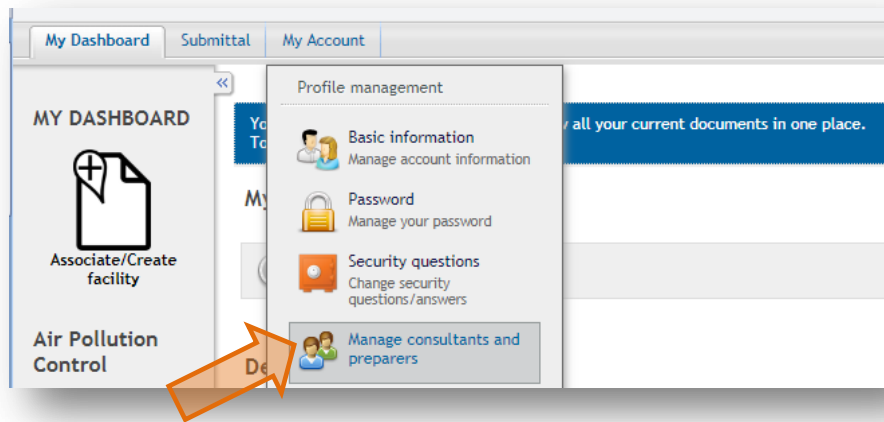


# For ROs (Responsible Officials): Submitting a Tier II Report in CEOS

## Steps to Submitting a Tier II Report in CEOS as an RO

Preparers may consult the version of this guide: [For Preparers: Submitting a Tier II Report in CEOS](#)

1. Create an account in CEOS using the step-by-step [Creating a Tier II Account in CEOS](#) guide
2. Go to [https://ceos.colorado.gov/CO/CEOS/Public/Client/CO\\_CIMPLE/Shared/Pages/Main/Login.aspx](https://ceos.colorado.gov/CO/CEOS/Public/Client/CO_CIMPLE/Shared/Pages/Main/Login.aspx)
3. Enter your user name and password in the fields at right and click “Login.” If this is the first time you’re logging in, please consult the email that you received after creating an account. It will be from [GovOnline@enfotech.com](mailto:GovOnline@enfotech.com) and will contain your login name and a temporary password.
4. **If you created an account as an RO (Responsible Official) and a Preparer is helping to file your Tier II report:** Once you receive notification from CDPHE that your identity has been verified through e-Verify or ESA/Subscriber Agreement (see Step 12 in *Creating a Tier II Account in CEOS*), you may associate a Preparer with your facility. For an RO to associate a Preparer, please note that the Preparer must have already created an account.
  - a. The RO may log in, click “Go to your dashboard” icon, hover over the “My Account” tab and click “Manage consultants and preparers.”



- b. Click the “Add User” button.

- c. Type the email address of the Preparer and set the effective date to yesterday's date. Click the "Validate & Associate" button and then the "Add Authorizations" button.

My Account > Profile management > Manage consultants and preparers

Back to Consultant List

Add New Consultant

### Managing consultants & preparers - for Responsible Officials

Consultant permission types:

- **Prepare Only**
  - Authorized to fill out forms for the Responsible Official.
  - Once completed, you will be notified by email of the submittal action waiting to be certified and submitted.
- **Preparers and Submits**
  - Authorized to fill out forms AND submit them on behalf of the Responsible Official
  - Once completed, the consultant will submit the forms and you will be notified by email of the submittal. You can view the submittal in CEOS.

The consultant must have a CEOS account before you can add them to your consultant list. To add the consultant to your list, you need to know the email address the consultant's account is registered under.

After you add the consultant to your list, you can add authorizations for that consultant.

Requesting authorization - for Consultants/Preparers

Consultant can request authorization through CEOS. This sends a notification email to the Responsible Official. To use this feature, the RO must have a CEOS account and the consultant needs to know the email address the RO's account is registered under.

Denotes a required field

Consultant Information

\* Email

\* Effective Date  Expiration Date

**Validate & Associate**

Colorado Department of Public Health & Environment

- d. Then, click the "Add Authorizations" button that appears near the bottom of the page. In the window that opens, click the "check all" box and click "OK."

Applications Search

Submittal Type:  Type:  **Search**

☒ Uncheck All  
1 - 1 of 1 displayed, total 0 item(s)

	App Name	Type	Permission	Facility	Notes
<input checked="" type="checkbox"/>	Tier II Report	SARA Title III	<input checked="" type="checkbox"/> Prepare Only	<input checked="" type="checkbox"/> 010418Doe	

**OK** **Cancel**

- e. Then, if you click the "Manage consultants and preparers" link in the column at left again, the Preparer will be displayed. Multiple Preparers may be added using the "Add User" button and the same steps listed above.

My Dashboard Submittal My Account

Profile management

- Basic information  
Manage account information
- Password  
Manage your password
- Security questions  
Change security questions/answers
- Manage consultants and preparers**
- Request consultants and preparers

My Account > Profile management > Manage consultants and preparers

### Consultant List

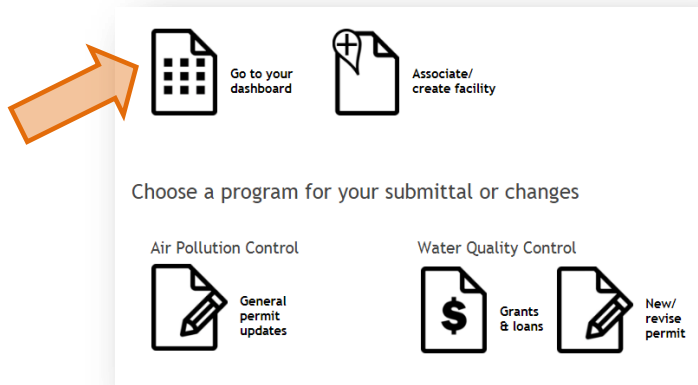
Consultants List

1 - 1 of 1 displayed, total 1 item(s)

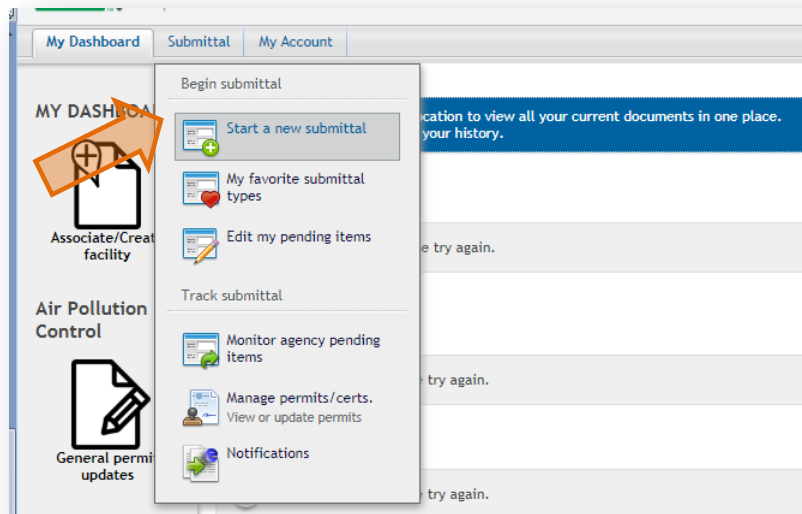
	First Name	Last Name	Facility	Permission	Submittal Type	Effective Date	Expiration Date	Status
	CEOS	Preparer				01/01/2018		

**Add User**

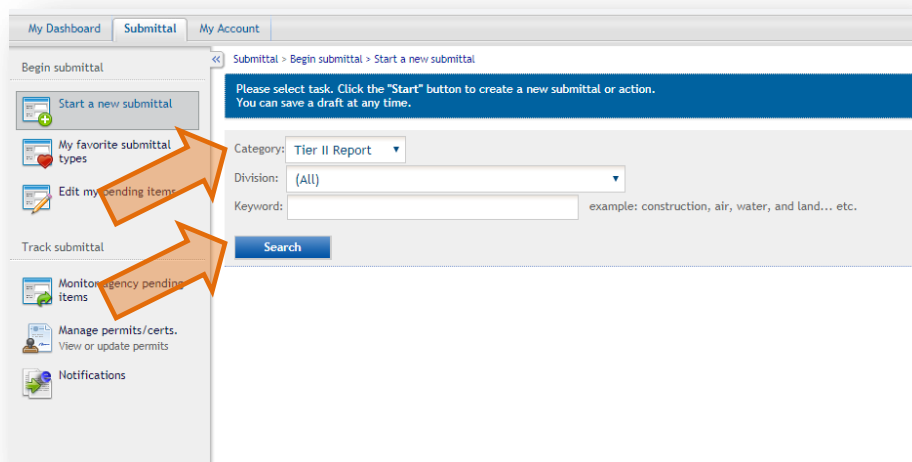
5. If you created an account as an RO and will not be using a Preparer:
- Click the “Go to your dashboard” icon



- Hover over the “Submittal” tab and click “Start a new submittal.”



- Select “Tier II Report” within the dropdown menu and click “Search.”



- d. When the blue “Start” button appears, click it.

The screenshot shows the 'Submittal' tab in the system. On the left is a sidebar with options: 'Start a new submittal', 'My favorite submittal types', 'Edit my pending items', 'Track submittal', 'Monitor agency pending items', 'Manage permits/certs.', and 'Notifications'. The main area has a header 'Submittal > Begin submittal > Start a new submittal' and a blue instruction bar: 'Please select task. Click the “Start” button to create a new submittal or action. You can save a draft at any time.' Below this are search filters for 'Category' (Tier II Report), 'Division' ((All)), and 'Keyword'. A 'Search' button is present. A table titled 'Environmental Health and Sustainability Division Department Submittal Type List' shows one item: 'Tier II Report' under the 'SARA Title III' program. An orange arrow points to the 'Start' button in the 'Apply Online' column of this table.

Favorite	Apply Online	View form	Submittal	Program	Division	Description
	Start		Tier II Report	SARA Title III	Environmental Health and Sustainability Division	

- e. Complete the fields in the form and click the appropriate radio buttons. (Please note that your screen may be more elaborate than the screenshot below depending on the information entered.)
- If you need to revisit a form before submitting it, please click “Save.” **Please note that clicking “Save” DOES NOT submit the Tier II report;** it only saves it in CEOS so that you or Preparers associated with your facility can return to it and work on it later. Saved forms will then be accessible via the “Edit my pending items” option under the “Submittal” tab. Once “Edit my pending items” is clicked, you may search for this form by selecting “Tier II” from the dropdown menu and then clicking “Search.” Then, click the icon under the “Edit” column. This will return you to the location shown in the above screenshot.
6. After all elements of the form are completed, **make sure to enter in the number of facilities and number of chemicals/substances in the fields at the bottom** before clicking “Calculate” (if available) and then click “Next.”

The screenshot shows the 'Tier II Report (Submittal ID: 4072)' form. The left sidebar has a 'Wizard Panel' with steps: 1 Data Entry, 2 Attachment, 3 Validation, 4 Payment, and 5 Submission. The main area has a blue header 'Tier II Report (Submittal ID: 4072)' and a blue instruction bar: 'Please fill out the form below.' The form is divided into sections: 'Report Entity' with fields for Facility/Property, Address 1, Address 2, County, City, State, and Zip; 'Contact Information' with fields for Contact Name and Contact Phone Number; 'Reporting Year' with a dropdown set to 2017; and 'Submittal Type' with a question 'Are you required to submit Tier II report this year?' and radio buttons for Yes and No. At the bottom are 'Exit', 'Save', and 'Next' buttons. An orange arrow points to the 'Save' button.

- a. On the next screen, click “Online” on both radio buttons and click “Upload” to upload your .t2s files and any other supporting documents. Following the prompts, locate the files on your computer and click “open” to upload them.

My Dashboard Submittal My Account Hello, Jane

Wizard Panel

1 Data Entry  
To fill in all Data Entry Forms

2 Tier II Report

3 Attachment  
To upload or mail in all required documentations

4 Validation  
To validate all required data and documentations

5 Payment  
To make a payment

6 Submission  
To submit

Attachment (Submittal ID: 4072)

Please select attachment option first.  
- "Online": To include your attachment(s), click on the "Upload" button and follow the instructions to upload. "Upload" button can be clicked multiple times to attach multiple files.  
- "Mail/Other": Please enter additional information for the attachment category. For required attachment, please select "Other" option if it is not applicable.  
- "N/A": If no attachment will be included in the category, please select "N/A".

Attachment

The maximum file size allowed is 30MB. Please make sure the file you want to upload is smaller than 30MB.

.T2S file (Required)  
For more information

Online Mail Other N/A

Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Other supporting documents (Optional)

Online Mail Other N/A

Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Exit Save Previous Next

Colorado Department of Public Health & Environment

- b. Make sure your intended documents are correctly uploaded and click “Next.”

Submittal > Wizard Panel > Submittal Review

Validation (Submittal ID: 4072)

Review your Submittal and any Attachments. Save any changes you make before returning to this page.  
Proceed to Submission by clicking NEXT.

Application Form(s) Summary

✓ Online Tier II Report Tier II Report - Form View

Attachment(s) Summary

✓ .T2S file

✓ Other supporting documents

Exit Previous Next

Colorado Department of Public Health & Environment

- c. Corresponding with your chosen way to pay, click “check” or “money order” on the Payment Method dropdown menu and click “Next.”

My Dashboard Submittal My Account

Wizard Panel

- 1 Data Entry  
To fill in all Data Entry Forms
- 2 Attachment  
To upload or mail in all required documentations
- 3 Validation  
To validate all required data and documentations
- 4 **Payment**  
To make a payment
- 5 Submission  
To submit

Application > Wizard Panel > Payment

**Payment (Submittal ID: 4072)**

Select a payment method; provide the required information and then click on the NEXT button below.

Outstanding Balance

Tier II Report (View Fee Schedule)

GOVt\_2056\_Tier2Report

Tier2Report Fee

Payment Method

Fee Amount:	\$150.00
Amount Due:	\$150.00
<b>TOTAL PAYABLE:</b>	<b>\$150.00</b>

Payment Method:

Exit Previous **Next**

- d. Check the box and complete the two fields before clicking “Submit” to submit your Tier II Report.

My Dashboard Submittal My Account

Wizard Panel

- 1 Data Entry  
To fill in all Data Entry Forms
- 2 Attachment  
To upload or mail in all required documentations
- 3 Validation  
To validate all required data and documentations
- 4 Payment  
To make a payment
- 5 **Submission**  
To submit

Submittal > Wizard Panel > Submit

**Submit Submittal (Submission ID: 4072)**

Click on the check box below Certification of Submission if you agree with the terms of use described herein and your submittal.

Certification of Submission

☐ I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the use of my information for the purposes described herein.

Question: What is your favorite book?

Answer:

PIN:

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent CEOS's electronic safeguards as well as safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with your confidential information, we will protect it with the same level of security as we protect our own confidential information. Please note that access to these links, irrespective of the issuance of the User ID and Password, is restricted to authorized personnel only.

Disclaimer

The CEOS system, its agencies, officers, or employees would dedicate their bests to protect your confidential information. However, the CEOS system, its agencies, officers, or employees would not be held responsible for any damages which may result from the accessing the web site, or from the use of the CEOS system.

Exit Previous **Submit**

- e. Print out the “[CONFIRMATION OF SUBMITTAL](#)” receipt and send in the check or money order with the four-digit Submittal ID noted upon it.

My Dashboard Submittal My Account

**Go to Submitted List**

**CONFIRMATION OF SUBMITTAL**

1. Your application has been received and will be reviewed shortly.
2. Check your account, email and text message for system notification at various mile stones. Thank you for using the CEOS system.

Please click [HERE](#) to print your receipt.

Submittal ID: **4072**